

**Oasis Charter School**  
**Board Agenda Supplemental Information**

**TITLE OF AGENDA ITEM: 2024 Summer Program Update**

**BOARD MEETING DATE:** September 24, 2024

**BOARD AGENDA ITEM INFORMATION:** Oasis provides a summer program for students funded by the Extended Learning Opportunity Program of the California Department of Education. These funds provide support for the summer program as well as “Life After School” (LAS), Oasis’ after school program and intersession programs during school breaks.

Summer School Principal Maria Tavares will present information regarding the program.

**ATTACHMENTS:** None

**Administration Recommendation: Approve \_\_\_\_\_ Information  X \_\_\_\_\_**

**Person submitting item: Annie Millar, Executive Director**



**Oasis Charter School**  
**Board Agenda Supplemental Information**

**TITLE OF AGENDA ITEM:** Revision to the Field Trip Policy

**BOARD MEETING DATE:** September 24, 2024

**BOARD AGENDA ITEM INFORMATION:** The field trip policy is being updated to align with Oasis' insurer requirements. Key changes include:

1. Staff/Student Ratios have been added.
2. Guidelines for water safety have been added.
3. Transportation guidelines have been moved to a new policy: Section III Business; Article XXII Transportation which will be brought to the Board for review and approval at the 9/24/24 meeting.

**ATTACHMENTS:** Field Trips and Excursions (current policy dated 5/31/22); Revised Draft Field Trips and Excursions (9/20/24)

**Administration Recommendation:** Approve \_\_\_\_\_ Information  X

**Person submitting item:** Annie Millar, Executive Director



**UCEN Board/Oasis Charter Public School  
Salinas, California**

**Policy Adopted: 5/31/2022**

**Section V Students**

**Article XIV Field Trips and Excursions**

The UCEN Board and Oasis Charter Public School recognize and encourage field trips or excursions for students as a viable experience in student learning. All field trips or excursions shall be conducted in connection with course of instruction or school-related cultural, educational, social emotional, or athletic activities. Appropriate procedures shall be implemented prior to and during field trips. A student whose conduct does not exemplify good citizenship, may find that this privilege may be temporarily revoked by the teacher.

Teachers must complete all necessary school forms prior to a field trip or excursion and must have parent/guardian or Caregiver approval prior to the scheduled event

Field trip and excursion forms must be submitted to the Executive Director, Principal or designee by the teacher no later than 10 days prior to the scheduled event.

1. Field trips and excursions within or outside of the county must have prior approval by the Executive Director, Principal or designee and shall be budgeted to include all costs related to such trips/excursions.
2. A written waiver of all claims against the UCEN Board or OCPS and employees for injuries, accident, illness or death occurring in any manner whatsoever related to the field trip, excursion shall be obtained from all persons participating in the field trip or excursion must be on file prior to the scheduled event. All participating adults taking field trips or excursions and all parents/guardians of students participating in a field trip or excursion shall sign a statement waiving such claims on the form adopted by the UCEN Board.
3. Parents/guardians or volunteers participating in field trips/excursions are required to pass a criminal background check and a tuberculosis screening in advance of the field trip/excursion.
4. Subject to the exception below, student shall pay no fee to UCEN Board/school for transportation on any field trip or excursion nor shall they pay a charge for any necessary supplies or any admission fee

5. Community service groups, other organizations, or members of the community may provide funds to pay for the cost of student field trips or excursions for transportation, admission, supplies, etc.
6. UCEN Board is authorized to pay for free or reduced-priced meals for any designated need child during the trip or excursion. **(EC49500)**
7. No student shall be prevented from making the field trip or excursion because of lack of sufficient funds. **(EC 35330)**
8. No group shall be authorized to take a field trip or excursion if a student will be excluded from participation in the field trip or excursion because of lack of sufficient funds. **(EC 35330)**

### **Transportation**

When using private vehicle(s) for field trips or excursions, the following requirements shall apply:

1. A vehicle shall not be used to transport more persons than the number of seat belts for which it was designed.
2. Under no circumstances shall any person under the age of 21 or in possession of a Provisional Permit be permitted to drive.
3. Parents/guardians using their vehicle shall provide proof of liability insurance. A copy of such insurance policy shall be provided to the Executive Director or designee.
4. The school shall take reasonable precautions to ensure that individuals volunteering to transport students that the vehicle appears to be in good operating order
5. In the event a student is seriously injured during the field trip, either being transported to and from or at the location, where an emergency call (911) may be necessary for the wellbeing of the student the parent/guardian shall be immediately contacted prior to being transported to provide consent for such action.

**UCEN Board/Oasis Charter Public School  
Salinas, California**

**Policy Adopted: ~~5/31/2022~~ 9/24/24**

**Section V    Students**

**Article XIV    Field Trips and Excursions**

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Teachers must complete all necessary school forms prior to a field trip or excursion and must have parent/guardian ~~or Caregiver~~ approval prior to the scheduled event.

Field trip and excursion forms must be submitted to the Executive Director, Principal or designee by the teacher no later than 10 days prior to the scheduled event.

1. Field trips and excursions within or outside of the county must have prior approval by the Executive Director, ~~Principal~~ or designee and shall be budgeted to include all costs related to such trips/excursions.
2. A written waiver of all claims against the UCEN Board or OCPS and employees for injuries, accident, illness or death occurring in any manner whatsoever related to the field trip, excursion shall be obtained from all persons participating in the field trip or excursion must be on file prior to the scheduled event. All participating adults taking field trips or excursions and all parents/guardians of students participating in a field trip or excursion shall sign a statement waiving such claims. ~~on the form adopted by the UCEN Board.~~

3.

Parents/guardians or volunteers participating in field trips/excursions are required to pass a criminal background check and a tuberculosis screening in advance of the field trip/excursion.

4. Subject to the exception below, a student shall pay no fee to UCEN Board/school for transportation on any field trip or excursion nor shall they pay a charge for any necessary supplies or any admission fee.

5. Community service groups, other organizations, or members of the community may provide funds to pay for the cost of student field trips or excursions for transportation, admission, supplies, etc.
  6. ~~UCEN Board is authorized to pay for free or reduced priced meals for any designated need child during the trip or excursion. (EC49500)~~
6. No student shall be prevented from making the field trip or excursion because of lack of sufficient funds. **(EC 35330)**
7. No group shall be authorized to take a field trip or excursion if a student will be excluded from participation in the field trip or excursion because of lack of sufficient funds. **(EC 35330)**
  8. Field Trip supervision ratios are:
    - a. Grades K-2: 1 adult for every 6 students
    - b. Grades 3-6: 1 adult for every 10 students
- Staff/student ratios may be lowered according to specific organization guidelines.

### **Field Trips Involving Water**

1. No wading, swimming or students being on water (in a boat) is allowed on field trips unless planned and approved in advance by the Executive Director or designee.
2. If students will be wading, swimming or on water (in a boat), this information must be provided to parents/guardians together with the field trip permission.
3. A buddy system or other means of surveillance should be arranged in advance and strictly enforced during all water activities (swimming, wading and on water).
4. Supervising staff should provide for a number of chaperones to exceed the normal ratio and instruct all participants of the real and potential risks inherent in such activities as well as the precautions necessary for safety.
5. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability.
6. Emergency procedures should be included with written instructions to adult chaperones and staff. Staff and chaperones assigned to supervise students must wear appropriate swimwear and know how to swim.



7. Ensure the availability of emergency equipment, such as rescue buoys, ropes, and first aid kits/AED's as applicable and confirm that staff know how to use them.
8. Certified Lifeguards and the presence of AEDs are required for all public swimming pools that charge a direct fee (Health and Safety Code §1160645).



**Oasis Charter School**  
**Board Agenda Supplemental Information**

**TITLE OF AGENDA ITEM:** New Transportation Policy

**BOARD MEETING DATE:** September 24, 2024

**BOARD AGENDA ITEM INFORMATION:** This new transportation policy is brought forward in order to align Oasis with insurer requirements. Some of the features which will be new to the Oasis community (staff and parent/guardian drivers) include:

1. Minimum levels of insurance coverage
2. Department of Motor Vehicles driver records
3. Vehicle inspections
4. Clarity on requirements such as not making additional stops, ensuring that booster seats and all child safety laws are followed

**ATTACHMENTS:** Draft Transportation Policy (9/20/24)

**Administration Recommendation:** Approve \_\_\_\_\_ Information  X

**Person submitting item:** Annie Millar, Executive Director



**UCEN Board/Oasis Charter Public School  
Salinas, California**

**Policy Adopted: 9/24/24 (draft)**

**Section III Business  
Article XXII Transportation**

Student transportation is a necessary service and an integral part of the overall educational program at Oasis Charter Public School (OCPS). The safe operation of vehicles used to transport students is a high priority at OCPS.

In order to best ensure student safety, it is necessary to establish a basis for determining safe operating standards for drivers. The following shall apply to all persons operating their own vehicles to transport students for any reason or for OCPS business:

**Vehicle Requirements**

Acceptable private-passenger vehicles used for transporting students must meet the following requirements:

- 1) The vehicle must not be designed, used, or maintained to carry more than 11 passengers (including the driver).
- 2) For 11 passenger vehicles, a commercial driver's license is required. Please note: Any vehicle with the capacity of 12 or more used to transport students is classified by regulatory authorities as a "school bus" and cannot be used to transport students unless it has been modified to meet all federal and state safety regulations of a school bus.
- 3) The vehicle must be in safe working condition (e.g. working seatbelts, brakes, wipers, horn, and lights).
- 4) As required by law, children who are under 8 years old OR who are not at least 4 feet 9 inches in height must be properly secured in a federally-approved child passenger restraint system.

**Employee and Parent/Guardian Driver Requirements:**

- 1) Driver must be at least 24 years of age and have the following on file with the school:
  - a) Driver application
  - b) Live Scan background check
  - c) TB Risk Assessment
  - d) Valid CA driving license (driving with a provisional license is not allowed)
  - e) Vehicle registration
  - f) Additional requirement for Parent/Guardian Drivers: signed volunteer handbook and injury waiver

## **Insurance Requirements**

Driver must carry and provide evidence of the following auto insurance coverage and amounts:

- 1) Automobile Liability - \$100,000 per person; \$300,000 per occurrence
- 2) Property Damage - \$50,000 per occurrence

If the driver of a personal automobile for approved OCPS purposes is involved in an accident, by law their liability insurance policy is used first (California Vehicle Code section 17150). OCPS's liability policy would be used only after their policy limits have been exceeded.

OCPS does not cover, nor is it responsible for, comprehensive and collision coverage to personal vehicles.

OCPS's insurance does not cover damage to personal vehicles.

## **Driving Record Requirements**

All drivers must obtain and provide a copy of their current Motor Vehicle Record (MVR) at least annually for review. It is available online on the California Department of Motor Vehicles website and costs \$2.00 online or \$5.00 in person from the DMV.

<https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/>

Suspension Status/Not Permitted: Any employee or volunteer who has an MVR with the following violations may not be permitted to transport students or operate any vehicle on OCPS business:

- 1) Two (2) or more At-Fault accidents;
- 2) Any Arrest or Conviction of a Felony within 10 years
- 3) Any arrest or conviction, including but not limited to, driving under the influence of alcohol or any drug that impairs the driver's ability to safely operate a motor vehicle or distracted driving violations resulting in Bodily Injury or Property Damage;
- 4) Suspension or Revocation of Driver's License;
- 5) An accumulated three (3) or more points over a period of three (3) years as determined by the Department of Motor Vehicles.

Seatbelts are an essential element of our driver safety policy/procedures. To emphasize seatbelt awareness, one (1) seatbelt violation while on OCPS business will equate to one (1) seatbelt violation while on OCPS business will equate to one (1) moving violation.

## **Additional Requirements**

When using private vehicle(s) for field trips or excursions, the following requirements shall apply:

1. The school shall take reasonable precautions to ensure that individuals volunteering to transport students that the vehicle appears to be in good operating order. Vehicles will be inspected by an employee prior to departure to ensure that the vehicle is in a safe and clean operating condition (for example, there is nothing that obstructs the driver's vision; there is nothing which may cause injury in the event of an accident).
2. In the event a student is seriously injured during the field trip, either being transported to and from or at the location, where an emergency call (911) may be necessary for the wellbeing of the student, the parent/guardian shall be immediately contacted prior to being transported to provide consent for such action.
3. Volunteer drivers must obtain and provide a copy of their current Motor Vehicle Record (MVR) at least annually for review. It is available online on the California Department of Motor Vehicles website and costs \$2.00 online or \$5.00 in person from the DMV.  
<https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/>
4. At least two adults are required when transporting a single student unless the adult is the custodial parent/guardian of the student. At least two students are required if transported by a single adult.
5. A vehicle shall not be used to transport more persons than the number of seat belts for which it was designed.
6. All child safety laws (for example, booster seats and sitting in the back seat) must be followed.  
<https://www.chp.ca.gov/programs-services/programs/child-safety-seats>
7. Any additional stops on a field trip must be approved in advance. If there are approved stops, students must be supervised during this time. No non-approved stops should be made.
8. Drivers are required to obey all laws regarding electronic wireless communication, including, but not limited to, telephone calls, writing, sending or reading text messages, instant messages and email messages.
9. No smoking while driving.

10. Drivers suspected of being under the influence of drugs or alcohol will not be permitted to drive.
11. Drivers may not carry non-school personnel, non-students, or other "guests" as passengers.
12. Every driver shall be familiar with and observe all State of California Vehicle Codes, and local traffic rules and ordinances, including traffic control signs, posted speed limits, parking restrictions, and other applicable rules and regulations governing vehicle operation.
13. Drivers who are driving their personal automobile for approved school purposes will be responsible for any costs associated with moving violations and parking violations incurred during such driving.
14. Parents and guardians are required to sign a permission slip/waiver that explains how transportation will be provided for each trip before their student may ride in a private passenger vehicle.



**Oasis Charter School**  
**Board Agenda Supplemental Information**

**TITLE OF AGENDA ITEM: Draft of Facilities Use Form**

**BOARD MEETING DATE:** September 24, 2024

**BOARD AGENDA ITEM INFORMATION:** Facilities are used by other entities on occasion. Staff would like to make the process as collaborative as possible. The Facilities Use Form would address many of the issues that come up when sharing a facility including:

- Identifying who is responsible for the use of the facility and for student supervision
- Set up and clean up
- Use of school equipment and supplies

This is a draft for discussion. It will be brought back for Board approval at a subsequent meeting. At that time, the Board may want to consider charging a facility use fee to groups outside of the school and the OCC to generate additional revenue.

**ATTACHMENTS:** Draft of Facilities Use Form

**Administration Recommendation:** Approve \_\_\_\_\_ Information  X

**Person submitting item:** Annie Millar, Executive Director





# Oasis Charter Public School

A small school for kids with BIG ideas.

1135 Westridge Parkway Salinas, CA 93907

Office: (831) 424-9003 Fax: (831) 424-9005

www.oasischarterschool.org

**Please submit at least two weeks before the event. Thank you.**

## Request for Use of School Facilities

Organization:	Date:
Main Contact:	Email:
	Telephone:

## Facility Requested (Check all that apply)

Kitchen	LSD	Playground	Field	Parking Lot

## Classroom Use Requested (Indicate all classrooms to be used)

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## Equipment Requested

Projector	Screen	PA System	Podium	Cafeteria Tables
Adult Chairs: Number needed	Student Chairs: Number needed	Tables: Number needed	School Items needed:	Cleaning Items needed:

## Proposed Purpose

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Supervising Adult at the event \_\_\_\_\_

Estimated Attendance (Adults/Children) \_\_\_\_\_

Open to public: Yes or No \_\_\_\_\_

Admission charged: Yes or No \_\_\_\_\_

Is the organization a non-profit? Yes or No \_\_\_\_\_

Who will be responsible for supervising children attending the event?

\_\_\_\_\_

Where will this event be advertised? UCEN/Oasis will preview and approve any outreach materials prior to publication.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dates/Time (Attach additional schedule as needed)**

Date Requested	Start time	End time

The applicant agrees to hold the Under Construction Educational Network (UCEN) dba as Oasis Charter Public School, its governing Board, officers, agents and employees free and harmless from any loss, damage, liability, costs, or expenses caused by any act or omission of the applicant herein or of the guests, servants, employees or assigns of the applicant herein. Applicant must provide Certificate of Insurance naming Under Construction Educational Network dba as Oasis Charter Public School. UCEN may waive this requirement at its discretion. This does not apply to Oasis Community Council.

The applicant agrees that at all times the school facilities remain under the control of the agendas of the Governing Board of UCEN.

The undersigned states that, to the best of his/her knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime.

I have read the Guidelines for Use of Facilities relating to use of school facilities and accept responsibility for meeting the requirements stated herein:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Office Use Use**

Approval from UCEN/Oasis Representative \_\_\_\_\_

Custodian Time: describe impact on custodial time

- Does this change the daily schedule? \_\_\_\_\_
- Does this generate overtime? \_\_\_\_\_

Staff Liaison for set up, training \_\_\_\_\_

Administrative designee at the event \_\_\_\_\_

Room Setup is scheduled for (date/time) \_\_\_\_\_

Key given to (person/date) \_\_\_\_\_

Alarm Code given to \_\_\_\_\_

Key returned (person/date) \_\_\_\_\_

Cost estimate prepared \_\_\_\_\_

Cost to Oasis budgeted/invoiced \_\_\_\_\_

Outreach materials reviewed and approved \_\_\_\_\_

Insurance requirements reviewed \_\_\_\_\_

Approval to show a movie needed Yes No \_\_\_\_\_

**Under Construction Educational Network (UCEN)  
dba Oasis Charter Public School  
Guidelines for Use of Facilities**

**Organization agrees to:**

**Oasis Community Council is exempt from #1. UCEN/Oasis and OCC will, on a case-by-case basis and in advance of the event, determine how #13 applies.**

1. Be responsible for any damages sustained to the building, furniture or equipment, accruing through the occupancy or use of said facilities by the applicant.
2. Ask for and receive training on using equipment prior to the event (for example: projector, sound system).
3. Conform to all rules and regulations of the UCEN/Oasis.
4. Keep a log of consumables used which need to be replaced (for example: rubber gloves, paper towels)
5. Unless prior arrangements have been made:
  - a) Garbage and recycling will be removed to the dumpsters.
  - b) All areas used will be returned to their original state (cleaned; furniture and any items used will be moved to their original location.
6. Hold the Under Construction Educational Network dba Oasis Charter Public School and the individual members and officers, agents and employees free and harmless from any loss, damage, liability, cost or expense caused by any act or omission of the application herein or of the guests, servants, employees or assigned of the applicant herein.
7. At all times, the school facilities remain under the control of the agents of UCEN dba Oasis Charter Public School.
8. Use of school facilities shall not interfere with the regular school work or activities of the school.
9. The school property shall not be used for the commission of any crime or any act prohibited by law.
10. Gambling, fighting, use of profane language, use of alcoholic beverages and smoking and vaping are not permitted on school property.
11. All fire laws shall be observed. This includes no open flames.

12. No repairs or modifications to the school grounds or facilities shall be made without the prior written consent of UCEN dba Oasis Charter Public School.
13. Pay for any additional costs (for staff time and for any additional expenses generated). These will be estimated in advance and invoiced afterwards.
14. If there are any issues afterwards with non-compliance to the guidelines, additional conditions may be developed by UCEN/Oasis including a deposit for facility use may be required in the future. Subsequent applications for facility use may be denied.
15. Certain areas of the school will be identified as “not to be used or accessed during the event”. These will be identified by the Executive Director or designee in advance of the event.





# Oasis Charter School

## Board Agenda Supplemental Information

**TITLE OF AGENDA ITEM: Oasis Community Council (OCC) Request for Funds: August - December**

**BOARD MEETING DATE:** September 24, 2024

**BOARD AGENDA ITEM INFORMATION:** The OCC requests Board approval for the following expenditures for a total of \$3,225

August Requests: \$2550

'Back to School Night' Fundraiser: \$200

- Supplies for the fundraiser

'Movie Night' Fundraiser: \$250

- Supplies for the fundraiser

Fall Festival \$975

- Purchase craft supplies, pumpkins, decorations, giveaways, etc.

Harvest Feast: \$1125

- Food for the fundraiser at the Harvest Feast event

September Requests: \$675

Wednesday Assembly coffee budget: \$300

- Supplies for \$100 for each month for families who attend the Wednesday Assembly

OCC dinner budget: 375

- Monthly allocation of \$125 for dinner at OCC meetings

The August request is retroactive. It did not get on the August 27, 2024 Board agenda as an action item.

Additional requests will be forthcoming for additional activities this Fall (covering through December 13).

**ATTACHMENTS:** None

**Administration Recommendation:** Approve \_\_\_X\_\_\_ Information \_\_\_\_\_

**Person submitting item:** Annie Millar on behalf of the OCC



**Oasis Charter School**  
**Board Agenda Supplemental Information**

**TITLE OF AGENDA ITEM: OCC Bylaw Revision Process**

**BOARD MEETING DATE:** September 24, 2024

**BOARD AGENDA ITEM INFORMATION:** The current OCC Bylaws were approved in 2020. It is a regular, routine procedure to review and update the bylaws as necessary every couple of years. OCC officers will work on developing revised bylaws over the next few months.

The UCEN Board and the OCC have a unique relationship. That relationship is detailed in both the charter and the OCC bylaws.

It is important for the UCEN Board to be familiar with the OCC bylaws. In subsequent months, the OCC revised bylaws will be brought to the UCEN Board for approval.

**ATTACHMENTS:** OCC Bylaws Approved by UCEN 10/27/2020

**Administration Recommendation: Approve** \_\_\_\_\_ **Information**  \_\_\_\_\_

**Person submitting item: Annie Millar, Executive Director**





## OCC Bylaws

Approved by OCC on 10/21/2020

Approved by UCEN on 10/27/2020

### Article I - Name

The name shall be Oasis Community Council (OCC)

### Article II - Purpose

The purpose of the OCC is to strive to support and advocate for our children by partnering with staff, families, and the wider community to create a safe and healthy learning environment where students can excel and feel confident in themselves.

OCC is a group of parents that are dedicated to helping the school. We collaborate with administration, teachers, and parents to create events, fundraisers, and community building events. It is a group where you can bring your ideas, give your feedback, and volunteer. You do not need to be a voting member to be a part of the OCC committee. All are welcomed so bring your ideas, enthusiasm and your willingness to participate.

### Article III - Authority

The OCC is defined and mandated by the OCPS (Oasis Charter Public School) Charter. Specified roles, operations, and governance are further clarified through the OCC Bylaws as approved by the UCEN and include the following:

The UCEN Board of Directors reserves the right to alter the size and or composition of the Oasis Community Council. The Board of Directors of UCEN maintains the right to veto any decision of the OCC by a majority vote of the members of the UCEN Board of Directors. The OCC president shall serve as a liaison between the OCC and the UCEN Board of Directors. Oasis maintains in effect the general liability and board error and omissions insurance policies.

#### 1. Responsibilities of the Council

- a. Create bylaws (subject to approval by the UCEN Board for Directors) for the operation of the OCC
- b. Recommend to the UCEN board amendments to the OCC bylaws
- c. Identify need for additional policies which affect the school
- d. Collaborate with the Executive Director to create an annual budget, subject to approval by the UCEN Board of Directors
- e. Create and supervise *ad hoc* committees as needed. These *ad hoc* committees may include but shall not be limited to (a) community building activities (b) enrichment programs (c) field trips (d) fundraising (e) recreation

## Article IV - Membership and Composition

Oasis Community Council meetings are open to all OCPS (Oasis Charter Public School) communities and the public. The family must not hold two positions such as President, Vice President, Secretary, or Treasurer at the same time. The family must not both be signers of the bank account. Voting members of the OCC are the only members who are eligible to vote.

### 1. Composition of the Council

- a. Voting members (each carry one vote):
  - i. One teacher or other staff member elected by the staff.
  - ii. Ten parents, Guardians, or primary caretakers and four alternates (with ten votes amongst them)
- b. Non-Voting members may include but are not limited to:
  - i. The Executive Director, or his/her designee
  - ii. OCC past President (s)
  - iii. All adult members of the OCPS (Oasis Charter Public School), all are encouraged and welcomed to attend OCC meetings
  - iv. Any Students wishing to address the council on student update, event idea/ planning, comments about OCC events, announcements, or any other information.

### 2. Elections to the Council

- a. During the required school community "All Family Meeting in the fall, elections shall be held to fill any council vacancies.
- b. Nominations
  - i. Families shall be notified of potential council vacancies through Parent Square. Nominations shall be taken at least 1 week prior to the evening of the fall All Family Meeting, allowing ample opportunity to voice their desire to run for elected Council position.
- c. Election Procedures
  - i. Nominees shall be introduced at the All Family Meeting prior to collection of secret ballots at which time the nominees shall publicly disclose any familial or financial relationship he or she has to any OCC, UCEN Board member, and/or Oasis employee

- ii. All individuals who are interested in running for a position on the committee will be listed on the ballot. Voters will be directed to place a check mark on the preferred candidates up to the number of open positions. Ballots will be distributed at the beginning of the All Family Meeting and collected at the end of the meeting. Ballots with more check marks than announced openings will be considered invalid.
  - iii. Positions will be filled by the candidates receiving the greatest number of votes in ascending order until all vacant positions are filled. Voting positions will be filled first and the alternate positions. Votes will be counted by the OCC president, a member of the OCPS (Oasis Charter Public School) not running for membership and one member of OCPS (Oasis Charter Public School) staff
  - iv. In case of a tie the OCC will conduct a runoff between the candidates in question.
- d. Terms
- i. Term Length: 2 years
  - ii. Failure to attend 3 consecutive regular meetings without cause shall constitute forfeiture of council seat and any Office title held.
  - iii. Failure to complete duties may result in being removed by majority vote of the council.
- e. Vacancies
- i. Any midterm vacancies of any elected council seat will be filled by one of the voting or alternate members, elected by the voting members of the council. The interim member shall serve until the next regularly scheduled election.
  - ii. Any officer position that is open can be filled at the next regular OCC meeting by current voting and alternate OCC members. Positions cannot be filled at a special meeting.

Article V - Members, Officers, and Elections
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**1. Officers**

- a. Officers shall be selected from the voting and alternate members of the OCC. Officer positions will be limited to two consecutive terms subject to re-election for additional 2 years. All officers must sign a Job Description agreement found In the Presidential Binder, Digital records must be held in an OCC file, at the time of accepting the position.
  - i. **President**
    - 1. Eligibility: May only be held by a voting member
    - 2. Term Length: 2 years
    - 3. Duties:
      - a. Create regular Agendas 1 week prior to meeting with number or letter bulletins on agenda Items

- b. Send Agenda to the Oasis Director no later than 1 week prior to a Regular meeting date. 3 days prior to a Special Meeting, if possible.
- c. Alert Oasis Director when OCC regular, Special, and Emergency meetings are being scheduled as soon as they are planned.
- d. Receive Admins Agenda items and add them to Agenda
- e. Post agenda within the appropriate time frame depending on type of meeting prior with attachments
- f. Send Oasis Approved Minutes within 2 days after approval
- g. Serve as a facilitator for all OCC meeting
- h. Give a small update on any OCC events at UCEN board meetings
- i. Document when, where, and why a member receives a warning or action of removal due to
  - i. Inappropriate behavior
  - ii. Inability to complete jobs specified in a given position
- j. Refer to binder for more job description, responsibility, and Sign the job agreement at the end of the description sheet.
- k. Sample Agenda:

Template of Agenda:



Oasis Community Council (OCC)

(type of meeting) Monthly/ Regular, Special, Emergency  
Date

Time:

Place:

(This is where You would add a Video Conference access code)

1. Call to Order:\_\_:\_\_(am/pm)
2. Welcome by President
3. Announcements
4. Roll Call:
  - a. Voting Members and Officers
  - b. Alternative Members
  - c. Guests
5. Public Comments
6. Consent Agenda
  - a. Adoption of Agenda



- b. Minutes (date)
  - 7. Student Update
  - 8. Admin Update
  - 9. Teacher Update
  - 10. Treasurer Report
  - 11. Discussion Items:
  - 12. Action/ Resolution Items:
  - 13. Future Agenda Item topics:
  - 14. Announcements of The next meeting  
Dates of UCEN, Delac, and OCC
  - 15. Adjourn: \_\_\_\_:\_\_\_\_(am/pm)
- \*End of Sample Agenda

**ii. Vice President**

- 1. Eligibility: May only be held by a voting member
- 2. Term Length: 2 years
- 3. Duties:
  - a. Assist the president in duties assigned
  - b. Organize and maintain the fundraising binder
  - c. Keep track and be in charge of the OCC credit card
  - d. Assume the responsibility of the President in their absence.
  - e. Make sure the Secretary and Meeting speed are cohesive.
  - f. Keep Meetings on track with Agenda and Time.
  - g. Refer to binder for more job description, responsibility, and Sign the job agreement at the end of the description sheet.

**iii. Treasurer**

- 1. Eligibility: May only be held by a voting or alternate member
- 2. Term Length: 2 years
- 3. Duties:
  - a. During Meetings
    - i. Have accounting Up to date and available for every meeting
    - ii. Report any changes from the last OCC meeting during sections "Treasurer Report".
    - iii. Present at any other times of the year when requested by the UCEN
    - iv. If a handout is to be present, the Treasurer must have a copy available for meeting attendees and send to the president in time for it to be attached to the agenda.
      - 1. In the event of a video conference, Treasure must attach a typed report if there is anything to report/ show/ handout

- v. In the event the Treasurer can not attend, Treasure must give a report to the President via email to handout during the Meeting.
- b. Record Keeping
  - i. Treasurer should have basic knowledge of using Google Sheets/ Excel or be willing to train self before accepting the job.
    - 1. Oasis requires the Treasurer to maintain expense and funds raised report on Google sheets as of 2018 - 2021 controlled by an Appointed Office staff from Oasis.
  - ii. Treasurer is to be present and assist in planning any and all budgets and keep records.
  - iii. Receive copies of all bank transactions
  - iv. Keep an accurate record of receipts and expenditures
    - 1. Ask those who purchase to do so separately from personal purchases
      - a. In the event separate purchases did not happen, highlight receipt of which items are an OCC purchase and note the total of OCC purchase, including TAX, for refund.
    - 2. Picture or scanned copy digitally saved and sent, clearly marked the purpose of the purchase, to OCC's digital dropbox (Drive, email, etc., previously set up and approved by OCC and Oasis)

Email: Example:

Subject: 2020-2021 OCC Event - BBQ Receipt

Detail: Salad - \$20.00

Attach Image

- v. Keeping such records may be kept on Google sheets/ Excel or a program alike decided by OCC council and Oasis.
- vi. Pay out funds in accordance
- vii. Make a full report by the end of the school year.
- viii. In the absence of the President and the Vice President, treasure shall assume their responsibilities in their absence.
- ix. Spreadsheet Requirements
  - 1. Title of OCC and Year
  - 2. Starting Balance

3. Month of event / Detail / Budget / Expense / Revenue/ \$ representation of Donations
4. If the Event falls under a Fundraiser indicate by FR in front of the name
  - a. Example: BBQ would be marked "FR: BBQ"

Spreadsheet Template Example:

<b>OCC Accounting 2020-2021</b>						
	2020/2021 Balance					\$10,069.41
<b>September</b>	Detail	Budget	\$ Unused	Expense	Revenue	Donations in \$ amount
26th	Pizza for Plant Activity	\$ 400.00	\$ 126.87	\$ 273.13	\$ -	\$20.00
	<b>TOTAL</b>	<b>\$ 400.00</b>	<b>\$ 126.87</b>	<b>\$ 273.13</b>	<b>\$ -</b>	<b>\$20.00</b>
<b>October</b>	Detail	Budget	\$ Unused	Expense	Revenue	Donations in \$ amount

- c. Refer to binder for more job description, responsibility, and Sign the job agreement at the end of the description sheet.

**iv. Secretary**

1. Eligibility: May be held by a voting or alternate member
2. Term Length: 2 years
3. Duties:
  - a. Prepare and distribute meeting minutes of all OCC meetings within 3 days of meeting for review.
  - b. Maintain an accurate contact list of all voting and alternate members (name, position, email address, phone numbers)
  - c. Maintain an OCC binder with all the agendas, handouts, and meeting minutes to pass on to the next person to serve in office
  - d. Maintain and hold attendance sheets in the binder, other duties as assigned
  - e. Must have Copy of Agenda prior to meeting Must have copies of Agenda prior to meeting for attendees
    - i. In the event the meeting is held via video conference, must provide digital copy to attendees

via virtual mail system prior to the meeting start time.

- f. Call to order time recorded at the top of the minutes
  - g. Adjourn time at the bottom of the minutes
  - h. Roll call stated on minutes of everyone present including late arrivals: time stamp when someone had arrived.
    - i. Video conference meetings: All attendees, roll call and guests, must be recorded on the minutes since the sign in sheet cannot be passed around.
  - i. Sign in sheet: everyone must sign in, even late arrivals. Secretary is to pay attention to anyone who comes in to insure they sign in.
  - j. In the event of a meeting being conducted out of order: Notes should follow the agenda, but the secretary must note that the meeting was held as such in announcements.
  - k. Notes on each Agenda topic.
    - l. Any comments recorded should be clearly labeled as a comment.
  - m. All Discussion/ Action topics have notes and votes recorded
  - n. Copies of all handouts given during meetings by anyone placed in the secretary binder: Ask for them to be emailed before the end of the meeting if hard copies are not available.
  - o. OCC, DELAC, and UCENs next meeting dates that are announced are recorded
4. Other Duties:
- a. Type and send minutes within 3 days after the meeting to the OCC Drive under the Secretary Folder or in hand to the President.
  - b. All Secretary documents must be present and accessible at every meeting.
  - c. All Secretary documents must be kept in physical and digital form with access at any time requested during a meeting or within a set time frame
  - d. Keep track of minutes approvals and which agenda they were approved on
  - e. Keep track of Every OCC meeting dates whether the secretary was able to attend or not.
    - i. Monthly
    - ii. Special
    - iii. Emergency
    - iv. Video conference

- v. Extra - side meetings
- f. Refer to binder for more job description, responsibility, and Sign the job agreement at the end of the description sheet.

## **2. Officer Elections**

- a. Officers shall be elected by consensus of the first OCC meeting following the Fall All Family Meeting and general election. They shall take office following the meeting.
- b. Each person elected shall hold only one office at a time
- c. Upon the president's term ending, The OCC president for the next term shall be elected at the final meeting of the school year.

## **3. Vacancies**

- a. Any vacancies of any officer positions during the school year shall be filled by vote of the counsel at a regularly scheduled meeting.

## **4. Removal from Office**

- a. Officers can be removed from office with cause by two-thirds vote of those present (assuming quorum) at a regular meeting.

# **Article VI - Meetings**

## **1. Regular Meetings**

- a. The regular OCC meetings shall be held the first week of each month during the school year with the exception of November and June due to elections. Meetings shall be held at 6:00p.m or at a time and place determined by the OCC.
- b. Oasis Community Council meetings are open to the public.
- c. Notice of all regular meetings shall be posted in the school bulletin and parent square at least 72 hours prior to the meeting.
- d. Members are requested to notify any Officer at least 24 hours in advance if unable to attend.

## **2. Special Meetings**

- a. Special meetings may be called by the President, or any of the five members of council.
- b. Notice of all Special meetings shall be posted in the school bulletin and parent square at least 24 hours prior to the meeting.
- c. The President, Vice President, or One of the five members may post the agenda.

## **3. Emergency Meetings**

- a. Emergency meetings may be called at the discretion of the President or any of the five voting members with 1 hour notice.
- b. The President, Vice President, or any of the five members of council may post the agenda.

## **4. Quorum**

- a. Fifty percent of the current membership of the council shall constitute a quorum. Members may attend in person, via conference call or via video conference.
- b. Quorum must be met to vote on any issues.

- c. In the event of meetings having to be held via video conference; All officer positions are to be conducted the same. All attendees must be recorded on the minutes with time stamps, including early leaving and late arrivals. Video conference meetings must be recorded and available upon request.

**Article VII - Committees**

Committees may consist of OCC members, Staff members, board members as well as any parents/guardians of currently enrolled students at Oasis, with the President acting as a non-official member of all committees. Committees serve at the pleasure of the council and are accountable to the council for their work. All activities planned by committees are subject to approval by the Oasis Community Council (OCC). The OCC may create and supervise ad hoc committees as needed.

**Article VIII - Finances**

OCC shall adopt and follow fiscal policies that are approved by UCEN board of directors

- 1. Bank Account
  - a. All Funds raised during the school year 2019-2020 have been deposited into a sub account with Oasis at Mechanics Bank.
  - b. The full amount deposited to the account during 2019-2020 will then be used by OCC to deposit and purchase as needed for 2020-2021 and years following.
    - i. To continue usage of the account by OCC, a budget plan must be created at the start of every school year by OCC and presented to UCEN for approval at the UCEN meeting.
      - 1. If the UCEN board of directors fails to meet before the first expense of OCC, OCC may use the account and reflect the expense of the budget plan. Example: OCC monthly meeting on 8/26/19 \$ 200 spent.
    - ii. Overall spending must stay within the overall Budget amount presented to the UCEN. OCC may revise the budget mid-year to be evaluated by UCEN.
    - iii. All purchases will be done by at least one Officer and one voting member of the OCC. All receipts will be signed by the OCC Officer. Any and all things purchased will be approved by two members of the OCC. Finances will be reviewed and approved on the agenda.
    - iv. Card holders must be OCC's President, Vice President, or any officer voted by council.
- 2. OCC will present a monthly financial report to the UCEN board of directors for review.
- 3. OCC will use funds for:
  - a. Team Building
  - b. Community Building events
  - c. Parent Participation

- d. Food for school related events
  - e. Teacher appreciation
  - f. Fundraising supplies
  - g. Rewards (prizes)
  - h. Events collaborated with Oasis
  - i. Any improvement to benefit the students and school
4. UCEN board will have final say on mediating issues that produce disagreement.

#### **Article IX - Standing Rules**

Standing Rules may be approved by the OCC and the Secretary shall keep a record of the standing rules for future reference.

Digital records must be stored on the OCC Google Drive for future reference owned by [lucyzepeda@oasischarterschool.org](mailto:lucyzepeda@oasischarterschool.org) from 2020-2021 school year. OCC will hold a Google Drive for file sharing between OCC using [oasisocc2020@gmail.com](mailto:oasisocc2020@gmail.com). President will allow the appropriate members access as necessary.

#### **Article X - Amendments**

Amendments to these bylaws may be presented to the OCC at any time and must be voted into approval. All amendments must be approved by the UCEN as the overarching authority.

#### **Article XI - Conflict of Interest**

1. Procedures for addressing conflict of interest:
  - a. The OCC is required to follow the UCEN adopted Conflict of Interest Policy, which is attached hereto and incorporated herein.

